

## Recertification Non-Completion Notification

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Dear: \_\_\_\_\_,

Your recertification paperwork has not been completed as required by your lease agreement. You may stop by the rental office at your earliest convenience to finish the recertification process.

As a result of your non-completion of the recertification process, your rent converts to market rent.

Effective \_\_\_\_\_, your new rent amount will be \$ \_\_\_\_\_.  
(recertification date)

Failure to comply with the recertification process is a direct violation of your lease agreement.

Thank you for your prompt cooperation.

Sincerely,

Site Manager

cc: Central Office